



Gallery Exhibition Application

Artist #1 (payable to) _____
Mailing Address _____
Phone (work/cell) _____
Email _____ Website _____
HST # _____

Artist #2 (payable to) _____
Mailing Address _____
Phone (work/cell) _____
Email _____ Website _____
HST # _____

Exhibition title _____

Description of proposed exhibit (50 words max):

Please provide **ONE** electronic hi-res image for the brochure and up to two hi-res images for the website.
Please email to salmond@meaford.ca

Fees Solo/duo exhibit: \$150 +hst.
Group/organization exhibit: \$50/artist to a maximum of \$300 +hst

50% non-refundable deposit is due upon Booking.

Opening Reception: Included is use of coffee service (urns, mugs, teaspoons, cream/sugar bowls). Setup and cleanup is the responsibility of the exhibitor. All dishes must be cleaned and restored to the cupboards. A bartender may also be arranged at no charge, please confirm with Meaford Hall staff. Proof of 3rd Party Insurance is required if alcohol is being served. Please ask for details

ADDITIONAL INFORMATION: EXHIBITING AT MEAFORD HALL CONDITIONS

1. Meaford Hall **does not provide insurance**. The Artist is responsible for insuring his/her own artwork.
2. A written inventory of all works hung or displayed in Meaford Hall must be provided at the time of hanging. Work will not be available for sale until this list is provided including title, medium and price.
3. The Artist acknowledges that no formal security staff is in the building and that patrons may view the artwork unsupervised from time to time.
4. **Commission** is payable at 30% plus HST and is calculated on the posted price of the artwork. Meaford Hall accepts **payment** (MasterCard, Visa, debit and cash) of sold pieces (plus hst if applicable) on behalf of the Artist through a POS system. Payment is remitted to artist via corporate cheque, within 30 days of

exhibition's close. No sold pieces may be removed until the end of the exhibit without the permission of both the Artist and Meaford Hall, unless prearranged and agreed to by both the Artist and Meaford Hall.

5. The Artist(s) is responsible for hanging and take-down of the artwork at a pre-determined time/date as provided by Meaford Hall.
6. The opening reception is held at the mutual convenience of Meaford Hall and the Artist. All expenses relating to the reception will be the responsibility of the Artist.
7. Meaford Hall is a multi-use facility. **Normal operating hours are Monday to Friday 9am to 4:30pm, Saturdays & Sundays for scheduled events.** Please note The Galleries may be closed occasionally for private/corporate events. Please check with Meaford Hall staff regarding available hours **prior to advertising** your exhibit.
8. At **NO TIME** should any nails or hanging apparatus be used other than the system provided in the Gallery space. Artist or artist's representative will be held accountable for any and all damage incurred to walls at time of hanging/take-down (outside "normal wear & tear" as observed by Meaford Hall staff).

ADVERTISING & PROMOTION

Any and all advertising/promotion utilizing the name or logo of "Meaford Hall," "Meaford Hall Arts & Cultural Centre," "The Galleries" or any other information including contact details pertaining to this facility must be approved by Meaford Hall in advance. Standard marketing opportunities included in Galleries exhibitions (subject to restrictions and approval):

- website exposure at www.meafordhall.ca as well as other local, regional and provincial sites (info/image supplied by Artist)
- posting on outdoor marquee as available
- posting in any/all coming events including time-relevant magazine advertising (subject to availability)
- posting and descriptive paragraph in brochure (subject to availability)
- in house electronic promotion (subject to availability)
- inclusion in mass email of coming event
- Facebook and Twitter updates
- news release (as supplied by Artist) distribution to over 30 recipients in local media/tourism organizations

To take advantage of these opportunities information must be supplied with exact exhibit information, promotion write up and high resolution photos must be provided. Please check with Meaford Hall for deadlines. Meaford Hall endeavors to provide marketing support but cannot be held responsible for errors or omissions.

I/we certify that all artwork in this exhibition is the property of the Artist(s) and that said Artist(s) is legally permitted to display/sell at their discretion.

This is to certify that I have read **and understand the Meaford Hall Gallery Application and that my submission is complete:**

Signature of applicant _____ Date _____

Signature of Meaford Hall _____ Date _____